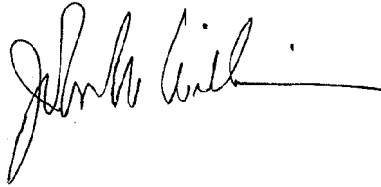


**For:** FSA National Office, State Offices, and KCAO

**Ceiling Allocation for the Student Career Experience Program (SCEP)**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A**

**Background**

FSA is faced with the challenge of recruiting high performing, diverse candidates. Using noncompetitive student employment programs has been an effective way to compete for high performing high school or college graduates. In addition, with targeted outreach, student employment programs can assist in diversifying the Agency workforce.

**B**

**SCEP**

SCEP provides agencies the benefit of direct hire capability and noncompetitive conversion to permanent appointments for students who successfully complete the provisions of the program.

SCEP, formerly known as the Co-op program, provides work experience that is directly related to the student's educational program and career goals as related to the Agency's needs and mission.

Periods of school attendance are combined with periods of career-related work. Students may work full-time, part-time, or a combination of both.

**Disposal Date**

October 1, 2002

**Distribution**

FSA National Offices, State Offices; and KCAO

## Notice PM-2259

### 2 Allocation of Additional Ceiling for SCEP Appointments

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#### A

##### Full-Time Equivalent (FTE) Allocation for SCEP

FSA is allocating 21 FTE's for exclusive use in placing students in SCEP appointments. One SCEP appointment equals ½ FTE.

FTE's will be distributed proportionately to Deputy Administrators.

Area	Number of FTE's to Receive
Office of the Administrator	1
DAFP, including APFO	1
DAFLP	1
EDSO, including State Offices	12
DACO, including KCCO	2
DAM, including KCAO and St. Louis	4

When converting the student to a permanent appointment, an existing vacancy from within the office shall be used, and the original FTE slot for the SCEP student will be made available for a new SCEP student.

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#### B

##### Using SCEP

Offices are not precluded from hiring SCEP students with their own hiring ceiling, and should not avoid using SCEP if the 21 SCEP FTE are already in use. The Administrator strongly encourages using SCEP as a means to ensure a steady flow of highly qualified, diverse students into FSA.

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#### C

##### Contact

SF-52's requesting SCEP students shall be submitted to the servicing personnel office.

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